

NAWCWDINST 12410.1  
730000D/E  
25 Apr 2001

NAWCWD INSTRUCTION 12410.1

From: Commander, Naval Air Warfare Center Weapons Division

Subj: FELLOWSHIP PROGRAM

Ref: (a) OCPMINST 12410.1, CPI 410  
(b) FPM 410  
(c) Joint Travel Regulations, Volume 2

Encl: (1) Available Fellowship Programs  
(2) Fellowship Process Flowchart

1. Purpose. To issue policies and procedures for administering the Naval Air Warfare Center Weapons Division (NAWCWD) Fellowship Program (NFP). This revision updates the procedures and the deadlines for the NFP.

2. Cancellation. NAWCWPNSINST 12410.2A.

3. Scope. This instruction applies to the NFP sponsored by NAWCWD for its civilian employees at NAWCWD and subordinate commands at all sites.

4. Definition. The term “fellowship” refers to off-the-job training to which an employee is assigned on a full-time basis for more than 120 consecutive working days. A fellowship provides employees with a training opportunity to gain knowledge and skills directly applicable to the current or identified future needs of NAWCWD. Training is accomplished in either government or non-government facilities.

5. Policy

a. Participants in fellowship programs will comply with the regulations, guidelines, and procedures outlined in this instruction and in references (a) through (c).

b. The NAWCWD will provide support for fellowships at the graduate, undergraduate, and postdoctoral levels. Enclosure (1) provides the programs currently available. The area of study in these programs meets the critical needs as determined by the NAWCWD competencies.

c. Applicants should have a career appointment at the time studies begin. However, consideration can be given to applicants with less than 3 years of service.

d. Newly selected applicants with programs of study requiring more than 1 year to complete are initially approved for up to 1 year and will submit a request for an extension for approval of the remaining time needed to complete their program (not longer than an additional year). Civil Service employees are eligible to receive up to 12 months (2,087 hours) of government supported training each 10-year period of service. When the length of a fellowship extends beyond 12 months, references (a) and (b) allow for a command approved waiver for up to an additional 12 months.

e. Obligated service is 3 years of service for each year of training. The NAWCWD (OP) 12410/1 (Rev.4-99), Request, Authorization, Agreement, Certification of Training and Reimbursement Worksheet for DD 1556, is used to estimate the costs to be paid by the Navy, lists the amounts and the starting date of the obligated service incurred by the training, and states any limitations by NAWCWD.

f. Fellowship opportunities are administered in the same manner as merit promotions (competitive). Criteria for eligibility are listed in enclosure (1) and are included in the advertisement. Applicants for undergraduate fellowships must be within 2 years of completing proposed programs.

g. The NAWCWD Fellowship Committee (NFC). The NFP is administered by the EEO Division, Academic Fellowship Office, Code 734000D/E, under the direction of the NFC. The committee consists of NAWCWD senior leadership serving rotating 3-year terms, to be chosen by the NAWCWD Executive Director. The committee is chaired by the Head, Research Department, Code 4TB000D. The Fellowship Program Manager, Code 734000D/E, serves as a nonvoting member and as advisor to the committee. A representative from the EEO Office will be present for all employee interviews and a union representative will attend when a bargaining unit member is interviewed. Both the EEO Office and union representatives will serve as advisors and nonvoting members to the committee.

7. Process. Information on eligibility criteria, application procedures, financial support, obligated service, and administrative guidelines are available from Code 734000D/E personnel and from department offices. A brief summary of the fellowship process follows:

a. The competency leaders will identify critical skill needs for occupations/functions within their competencies. Each Civilian Personnel Division, Professional Recruiting Office, Code 731000D/E, will provide inputs on occupations for which it is recruiting.

b. Code 734000D/E personnel will advertise NAWCWD sponsored fellowship programs and solicit applications from employees. Graduate and undergraduate opportunities are advertised each year in November.

c. Code 734000D/E personnel, or a designated subject matter expert, will counsel potential applicants regarding their proposed program of study, application procedures, and other fellowship criteria.

d. Applications from new fellowship applicants and current fellowship participants requesting an extension beyond 1 year are submitted via their department and competency. A memorandum of endorsement or non-endorsement signed by the department head will serve as the cover memorandum to forward the application, via the competency leader, to the NFC. Contents of the memorandum are outlined in paragraphs 8c(2)(a) and (b) below. Competencies forwarding more than one application will prioritize their submissions based on the critical skill needs of the competency and the applicants' potential to be a significant contributor in meeting those needs.

e. The deadline for submitting applications (including extensions) to Code 734000D/E is indicated in the advertisement. Code 734000D/E personnel will review the application packages for completeness and basic eligibility. Eligible candidates are referred to the committee for a personal interview.

f. The committee will evaluate and interview applicants. Candidates are prioritized, ranked, and feedback is given to the candidate's department head and competency leader to allow for their input or to request a reconsideration.

g. The committee will recommend to the Commander, NAWCWD, the approval or disapproval of each application. Recommendations are based on the following:

(1) An evaluation of alignment between proposed training and critical NAWCWD anticipated future requirements. These requirements will be based on the NAWCWD Strategic Thrust Program that will be aligned to the Naval Air Systems Command's corporate vision and goals.

(2) A determination that no comparable local program exists in the proposed area of study.

(3) An assessment of the applicant's ability to successfully complete proposed training.

h. On approval by the Commander, NAWCWD, the NFC will notify selectees and provide feedback to those not selected. Selectees will participate in a fellowship orientation meeting.

i. During the fellowship, the Fellowship Program Manager, Code 734000D/E will be responsible for the associated administrative tasks while the participant progressively completes his or her approved program of study.

j. The committee will conduct a post fellowship interview when a participant returns to NAWCWD to allow the participant to discuss his or her accomplishments during the fellowship and the work he or she will do. In cases where the participant completed the required course work and must perform additional research to complete the program of study, pertinent members

of the participants' department will accompany the participant to the interview to determine the most advantageous method of facilitating completion of the research. They will determine an individually tailored approach to accomplish the needed research that could include a participant's interim reassignment to the Research Department to conduct the research. Appropriate mentor(s) can be assigned to act as technical resources for the participant. Funding for salaries, budget management, etc., are determined by this group as required.

8. Responsibilities

a. The NFP applicants will:

(1) Become familiar with the steps to follow in submitting an application and with the responsibilities of participants while in the program by discussing the proposed training with their supervisor to assess the need for and use of the training, and by consulting with Code 734000D/E personnel regarding their plans.

(2) Prepare NAWCWD 12410/14 (Rev. 1-2000), Fellowship Applicant Information Form, and submit it along with required attachments to Code 734000D/E, via department/competency chain of command.

b. The NFP participants will:

(1) On selection for a fellowship, participate in a fellowship orientation briefing to become familiar with their responsibilities while at school.

(2) Comply with the regulations, guidelines, and procedures outlined in this instruction, in the fellowship orientation briefing, and in references (a) through (c).

(3) Obtain NFC approval for any changes in their approved program of study.

(4) When registering for each semester/quarter and on receipt of grades for each semester/quarter, complete and submit to Code 734000D/E, NAWCWD 12410/15 (Rev. 4-2000), Fellowship Program Registration/Grade Report Form.

(5) Notify their department and Code 734000D/E personnel 4 months before their return to NAWCWD, of any research, academic work, or other requirement(s) relating to the completion of their program of study that will be performed at NAWCWD on their return.

(6) Complete NAWCWD 12410/16 (Rev. 4-2000), Fellowship Program Evaluation-Participant Form, to facilitate evaluation of the program and its processes.

c. Competencies/Departments will:

(1) Encourage employees to apply for participation in the program.

(2) Forward to Code 734000D/E, by the application deadline date, an original and 10 copies of each employee's application with the required enclosures and initial the department's memorandum of endorsement or of nonsupport.

(a) The department memorandum of endorsement for the applicant will address why the fellowship is required, why the applicant is particularly suited for the training, a description of how the participant will use the training on return, and a statement indicating that the department will have a position for the employee when he or she returns.

(b) The department memorandum of nonsupport for the applicant will address whether the training meets a department need, the applicant's suitability for fellowship, and the reasons for nonsupport.

(3) The competency leader will rank applicants when there are multiple candidates from that competency.

(4) Where completion of the graduate research portion of a program of study will continue beyond 2 years and will need to be finished at NAWCWD, the department will participate with NFC and the participant to establish a training plan for the completion of the program (see paragraph 7j above).

(5) Departments will evaluate the performance of each department employee participating in NFP during the performance appraisal period. Guidelines for performance ratings are primarily based on the employee's academic achievement. However, consider other relevant factors for the recommendation of a rating: thesis work and its importance to NAWCWD; active recruitment work at the school; collaborative research with school faculty that is important to NAWCWD; and arranging for NAWCWD programs or seminars at the school. The guidelines are as follows:

(a) Ratings for Demonstration Program participants at the graduate level are based on academic achievement as indicated by their grade point average (GPA) as follows: for a GPA of 3.0 to 3.2 – a 3 rating with a pay out of comparability; for a GPA of 3.2 to 3.85 – a 3 rating with a pay out of comparability plus 1 increment; for a GPA of over 3.85 – competitive for a 2 rating with a pay out of comparability plus 2 increments.

(b) Ratings for undergraduate Demonstration Program participants in good academic standing – a 3 rating with a pay out of comparability plus 1 increment.

(c) Ratings for graduate and undergraduate level non-Demonstration Program participants are as follows: participants in good academic standing – a summary rating will be acceptable.

(6) To evaluate the program and its processes, supervisors will complete NAWCWD 12410/17 (Rev. 4-2000), Fellowship Program Evaluation – Supervisor Form.

d. The NFC will:

- (1) Establish policy, procedures, and guidelines for NFP operation.
- (2) Review and evaluate applications for fellowship.
- (3) Conduct a personal interview with each applicant.
- (4) Recommend constructive changes to curricula, research, topics, etc.
- (5) Make recommendations to the Commander, NAWCWD, for approval, disapproval, or deferral on each applicant.
- (6) Review each participant's progress.
- (7) Conduct a post fellowship interview to allow the participant to discuss his or her accomplishments during the fellowship and the work he or she is planning to perform and aid in proper placement on his or her return to NAWCWD.

e. The competency leader will adjudicate, if required, differences between the recommendations of the committee and the department head.

f. The Academic Fellowship Office, Code 734000D/E, will:

- (1) Advertise available NFP sponsored programs and solicit applications.
- (2) Provide assistance, counseling, and guidance to employees concerning NFP policies and procedures, and in following the appropriate application process.
- (3) Provide a counselor, if necessary, to guide the applicant toward an appropriate area of study.
- (4) Rate the qualifications of undergraduate fellowship applicants.
- (5) Review application packages and forward a copy to each committee member.
- (6) Schedule applicant and post fellowship interviews. Keep minutes of NFP meetings.
- (7) Ensure that the proposed training is consistent with the Department of the Navy's (DON) employment policy and with DON-wide civilian personnel and affirmative action goals.

(8) Keep the committee informed regarding changes in regulations and laws applicable to NFP and the progress of participants.

(9) Budget for fellowship participant's salary, tuition, and related expenses.

(10) Maintain contact with and keep records on all trainees regarding program of study, registration, grades, travel, salary, and leave. Coordinate with the home code any travel taken during the participant's fellowship.

(11) Review trainee's progress and aid in proper placement of trainee on his or her return to NAWCWD.

(12) Provide input, including grades and other relevant information, to trainee's department for performance evaluation and monitoring.

(13) Send NAWCWD 12410/16, Fellowship Program Evaluation-Participant Form to returning NFP employees and NAWCWD 12410/17, Fellowship Program Evaluation-Supervisor Form to their supervisors to evaluate program objectives.

9. Funding. Funds to cover NFP participants' costs for the academic year are funded locally through overhead funds maintained in the Commander's budget.

10. Forms. The NAWCWD 12410/14 (Rev. 1-00), Fellowship Applicant Information; NAWCWD 12410/15 (Rev. 4-00), Fellowship Program Registration/Grade Report; NAWCWD 12410/16 (Rev. 4-00), Fellowship Program Evaluation--Participant; and NAWCWD 12410/17 (Rev. 4-00), Fellowship Program Evaluation – Supervisor, are available from Codes 734000D/E and electronically on the Fellowship Program web site or on the NAWCWD Web Page at: <http://mailfilerecords.nawcwd.navy.mil/>. The NAWCWD (OP) 12410/1 (Rev.4-99), Request, Authorization, Agreement, Certification of Training and Reimbursement Worksheet for DD 1556, is available from the applicant's administrative office or <http://mailfilerecords.nawcwd.navy.mil/>.

11. Directive Responsibility. The Head, Human Resources Department, Code 730000D/E, is responsible for keeping this instruction current.

/s/  
R. B. Ormsbee

AVAILABLE FELLOWSHIP PROGRAMS

1. Programs sponsored by the NAWCWD Fellowship Program (NFP) are divided into four categories based on the funding source(s) of the specific program. The programs are listed along with the funding source(s). The deadline month for receiving applications is March. Obtain information regarding these programs from the Academic Fellowship Office, Code 734000D/E. Fellowships funded by the NFP:

a. Graduate/Postgraduate Fellowships (the area of study in these programs meet the criteria skill needs as determined by NAWCWD Competencies).

b. Undergraduate Fellowship (the area of study in these programs meet the critical skill needs as determined by NAWCWD Competencies). The relevant criteria for selection for an undergraduate fellowship include:

(1) Grade point average (GPA) in previous course work (GPA demonstrating that upper level academic standards can be met).

(2) Past self-development efforts.

(3) Plans for use of requested training.

(4) Fully successful (or above) performance in current job.

(5) Performance record exhibits aptitude to successfully complete a comprehensive course of study (displays maximum effort on the job, seeks responsibility and challenges, is conscientious in completing projects, and is aware of own limitations).

(6) Availability of a local undergraduate academic program and/or the need for accelerated training program in the interests of management planned career development when rapid acquisition of new knowledge and skills are required.

(7) The applicant is within 2 years of completing the proposed program of study.

b. Following are fellowships funded by the Naval Aviation Executive Institute (NAEI) and NFP. (NAEI funds cover tuition fees, travel, and per diem expenses; NFP pays for labor costs.)

(1) VADM Joseph B. Wilkinson Fellowship

(2) VADM Forrest S. Petersen Doctoral Fellowship



(3) John W. Warner Fellowship in Systems Engineering

NOTE: The area of study in the above three programs must meet the critical skill needs as determined by NAWCWD Competency Leaders.

(4) Executive Fellowship Program

c. Following are fellowships funded by NAEI and the sponsoring competency. (NAEI funds cover tuition fees, travel, and per diem expenses; the sponsoring competency pays for labor costs.)

(1) Congressional Fellows Program

(2) LEGIS Fellows Program

(3) Industrial College of the Armed Forces

(4) National War College

(5) Naval War College

d. Following are fellowships funded by the sponsoring competency.

(1) Armed Forces Staff College

(2) Education Program for Federal Officials at Mid-Career Woodrow Wilson School, Princeton

(3) Other fellowship programs of specific interest or need to the competency that are in an area not recognized as critical need by the Division as a whole.

2. Interested employees are strongly advised to discuss their plans for applying for a fellowship with the staff of Code 734000D/E and their supervisor, well in advance of the deadline. At the time of application, an employee should have:

a. Discussed his or her interest in a fellowship, proposed school and program of study, and plans for the use of this training with the supervisor, department management, and Code 734000D/E staff.

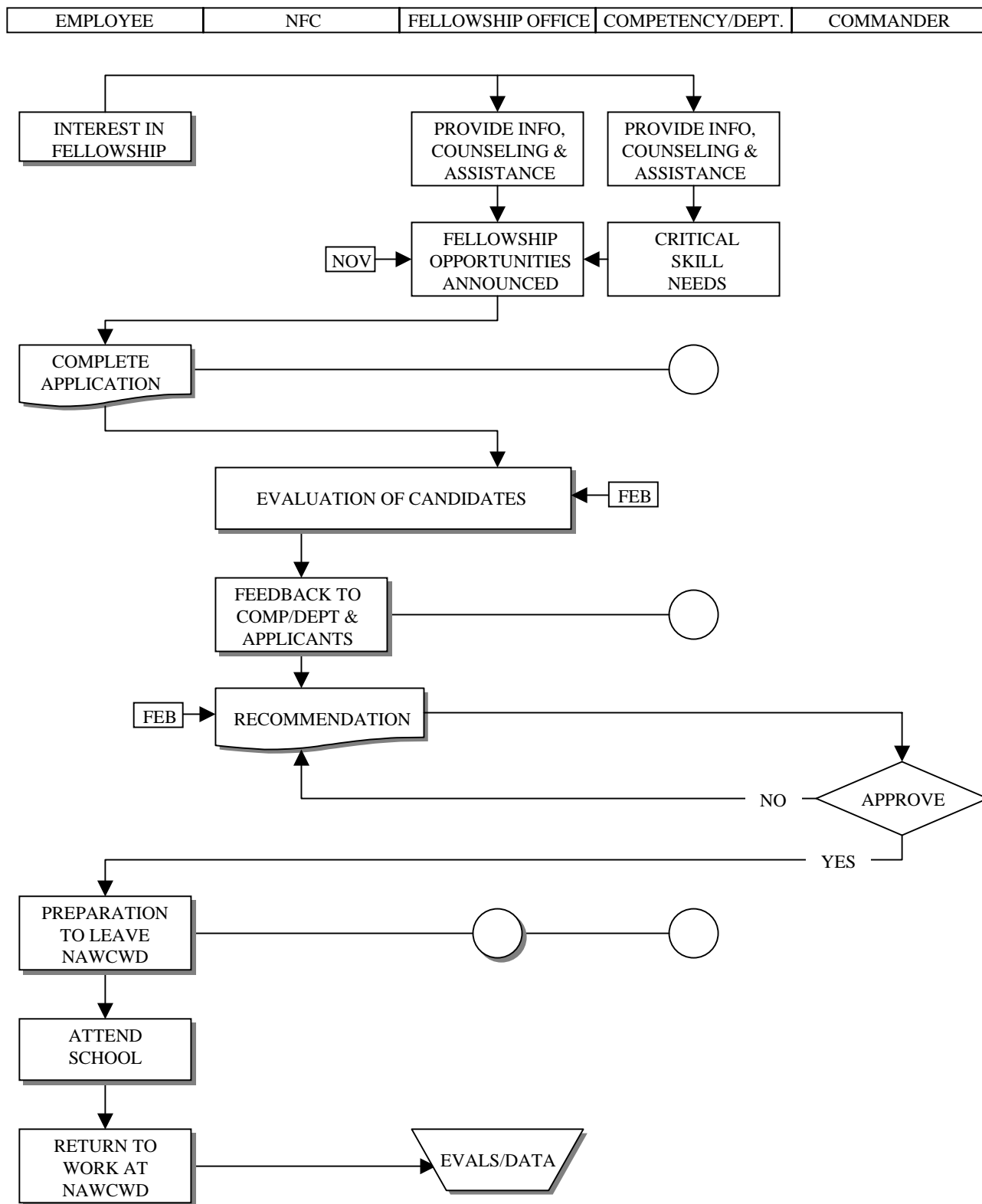
b. Applied for, been accepted, and met any other prerequisites for attendance in the school that best matches his or her needs.

Encl (1)

c. Discussed with pertinent school officials his or her program of study and investigated the processes and procedures for meeting any academic requirements (e.g., thesis topic selection/ options, time in residence, sequence of events needed before the start of performing research at the PhD level, etc.) that will impact the completion of the fellowship.

d. Considered the impact a fellowship and the return to an academic environment will have on his or her family and personal life.

## FELLOWSHIP PROCESS



**PROCESS ASSIGNMENT AFTER RETURN TO NAWCWD**

